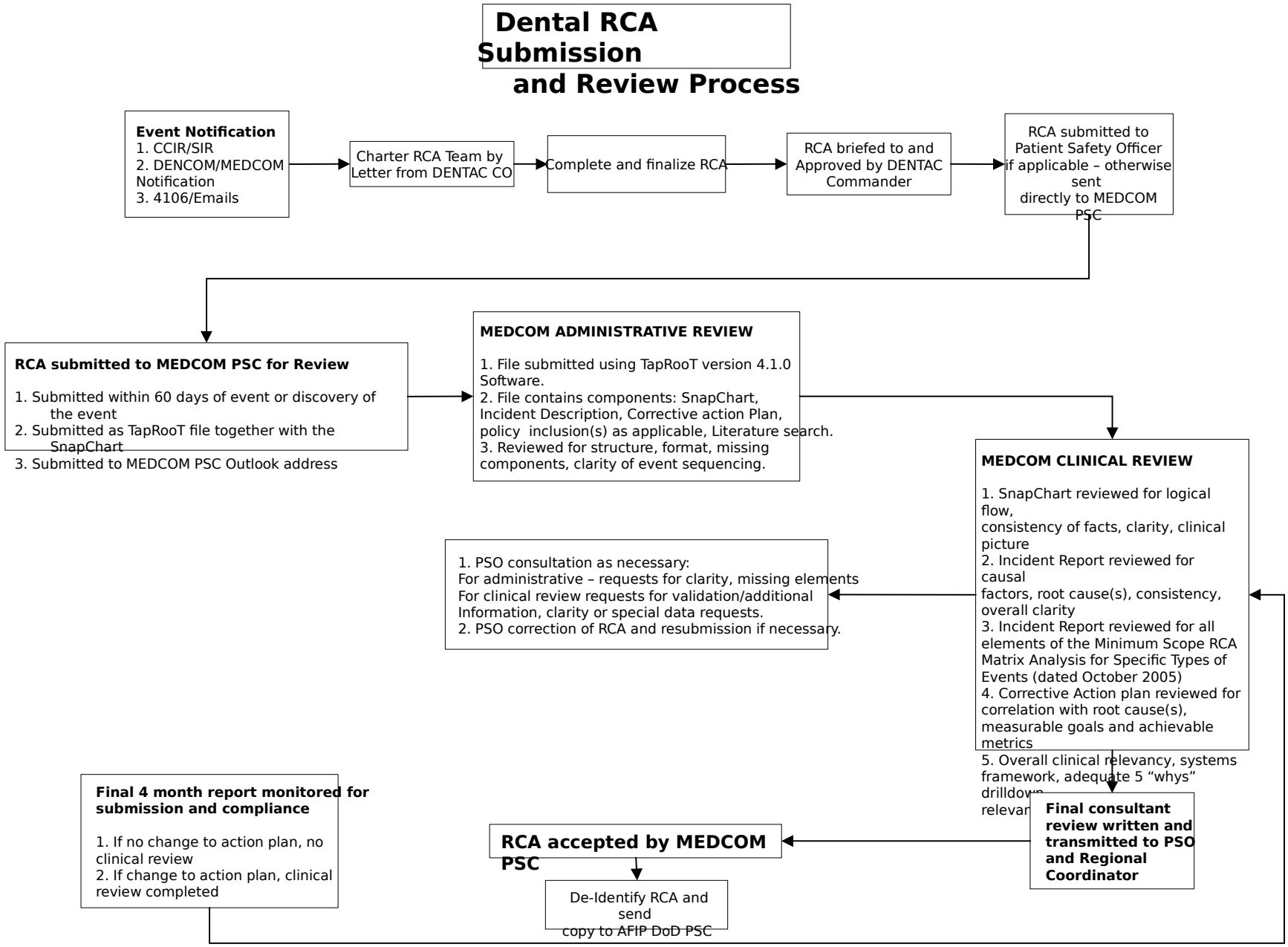
Dental RCA Submission and Review Process


Event Notification
1. CCIR/SIR
2. DENCOM/MEDCOM Notification
3. 4106/Emails
Charter RCA Team by Letter from DENTAC CO
Complete and finalize RCA
RCA briefed to and Approved by DENTAC Commander
RCA submitted to Patient Safety Officer if applicable – otherwise sent directly to MEDCOM PSC
RCA submitted to MEDCOM PSC for Review
1. Submitted within 60 days of event or discovery of the event
2. Submitted as TapRooT file together with the SnapChart
3. Submitted to MEDCOM PSC Outlook address
MEDCOM ADMINISTRATIVE REVIEW
1. File submitted using TapRooT version 4.1.0 Software.
2. File contains components: SnapChart, Incident Description, Corrective action Plan, policy inclusion(s) as applicable, Literature search.
3. Reviewed for structure, format, missing components, clarity of event sequencing.
MEDCOM CLINICAL REVIEW
1. SnapChart reviewed for logical flow, consistency of facts, clarity, clinical picture
2. Incident Report reviewed for causal factors, root cause(s), consistency, overall clarity
3. Incident Report reviewed for all elements of the Minimum Scope RCA Matrix Analysis for Specific Types of Events (dated October 2005)
4. Corrective Action plan reviewed for correlation with root cause(s), measurable goals and achievable metrics
5. Overall clinical relevancy, systems framework, adequate 5 “whys” drilldown relevan
1. PSO consultation as necessary:
For administrative – requests for clarity, missing elements
For clinical review requests for validation/additional Information, clarity or special data requests.
2. PSO correction of RCA and resubmission if necessary.
Final consultant review written and transmitted to PSO and Regional Coordinator
RCA accepted by MEDCOM PSC
De-Identify RCA and send copy to AFIP DoD PSC
Final 4 month report monitored for submission and compliance
1. If no change to action plan, no clinical review
2. If change to action plan, clinical review completed